

March 25, 2025

Date

REQUEST FOR QUOTATION

2025-301

(SVP)

INSTRUCTIONS:

1. Bidders are required to read the instructions and fill all the blanks properly.
2. Prospective Bidders/Suppliers may submit their own canvass form in accomplishing their bid proposals/quotations subject to the condition that the DARFO VI official RFQ form shall be filled up (with offered brand, unit price and total price), signed properly and attached together with the Bidder's/Supplier's own canvass form. (Please write legibly)
3. Any erasure or alteration in the unit and/or total price shall render the offer of the supplier invalid.
4. Any specifications other than those required/stated in this form shall not be considered in the evaluation of bids.
5. Quotation(s) must include all kinds of taxes for the item(s)/services listed hereunder, including delivery charges.
6. Sealed Quotation(s) / Proposal(s) shall be **manually submitted** to DA Western Visayas, Procurement Service Office, RCPC Building, DA-WESVIARC., Brgy. Buntatala, Jaro, Iloilo City with the **Name of Supplier, PR Number, and Deadline for Submission.**
7. **DEADLINE FOR SUBMISSION OF BIDS: April 1, 2025 at 5:00 p.m.**
8. Price quotation(s) submitted shall be valid until the last day of training/activity.
9. Awarding shall be done for the whole lot. Partial bids shall not be allowed.
10. Validity of stocks: not applicable.
11. Terms of payment: within 15 days after inspection and acceptance and shall be made through Land Bank's LDDAP-AD_
12. A/Bank Transfer facility. Bank Transfer fee, if any, shall be charged against the creditor's account.
13. Delivery point: **SAAD Office DRRM Bldg., Operations Division, Department of Agriculture, Parola, Iloilo City**
14. Delivery period: **30 calendar days upon receipt of Notice to Proceed**
15. The period of submission of the following documents are as follows:

Document	Submission Period*
Certified True Copy of Valid Mayor's/Business Permit	Should be submitted upon submission of Request for Quotation
Certified True Copy of PhilGEPS Registration Number (Red or Platinum)	
Omnibus Sworn Statement (for ABC above Php 50,000.00)	
Income Tax Return (for ABC above Php 500,000.00)	

16. Non-receipt of a Notice of Award within a period of 30 calendar days from the deadline of the submission of the RFQ is presumed that this offer is non-responsive

PR No. 2025-0508
Contact No. 327-34-60
ABC - Php 232,958.53

End-User: Ryan Rasgo
Solicitation No. 2025-204

Qty	Unit	Item Description	Brand Offer	Unit Cost	Total
		Procurement of Supply & Delivery of Supplies during the conduct of SAAD Phase 2 3rd quarter National Physical and Financial Assessment			
200	pc	Notebook (50sheets)			
200	pc	Ballpen (black)			
200	pc	Ballpen(blue)			
30	bottle	Alcohol, ethyl with moisturizer 70% 500ml			
30	ream	Bondpaper, legal size			
30	ream	Bondpaper, long size			
30	ream	Bondpaper, A4			
30	ream	Bondpaper, short			
30	pc	Masking tape, 2 inches wide			
30	pc	Packing tape, 2 inches wide			
180	pc	Certificate jacket, plastic, A4 green			
180	pc	Gel pen (black, 0.5mm)			
180	pc	Gel pen (blue, 0.5mm)			
180	pc	Gel pen (black, 0.3mm)			
40	pc	Molar box with cover, black			
50	pc	Cartolina, assorted color			
150	pc	Manila paper			
90	pc	Permanent marker, broad			
50	pc	White board Marker, black			
25	box	Paper clip			
25	box	Paper fastener			
100	pc	Correction tape			
100	pc	Tissue			
50	pc	Frames, A4			
100	pc	Expanding Envelope, long size			
100	pc	Folder, long white			
50	pc	Plastic/clear envelope with handle and zipper			
30	pc	Glue			



BAGONG PILIPINAS *Masaganang Agrikultura,
Maunladna Ekonomiya*

Republic of the Philippines
DEPARTMENT OF AGRICULTURE WESTERN VISAYAS
 Hamungaya, Brgy. Buntatala, Jaro, Iloilo City
 westernvisayas@mail.da.gov.ph | (033) 336-4221

50	box	Pencil			
25	pc	Calculator, basic 12 digits			
1	pc	Paper trimmer, 15x 18 inches			
1	pc	Paper trimmer, 12x 15 inches			
20	pc	Stamping pad with ink			
20	box	Pencil sharpener			
100	pc	Journal book			
100	pc	Ledger book			
100	pc	Columnar, at least 6 columns			
		TOTAL			

For the Bids and Awards Committee:

REIN T. OROCIO

Head, BAC Secretariat

DA WESTERN VISAYAS

Bids and Awards Committee

WESVIARC, Hamungaya,

Jaro, Iloilo City

SIR / MADAM:

In connection with the above request, I/we submit our quotation indicated above. I/We have carefully read and fully understood the minimum requirements and agree to furnish and/or deliver in conformity with the specifications any or all said articles described above within the date stipulated herein.

Signature over Printed Name

Registered Name of Company

Tax Identification Number
(Indicate VAT or non-VAT registered)

Address

Contact number(s)

E-mail Address

Banking Institution

Branch

Account Name

Account Number

Date Accomplished



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